

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH

INSTRUCTIONS FOR FILING PERMIT BY RULE APPLICATION FOR  
CERTAIN SOLID WASTE MANAGEMENT FACILITIES

GENERAL INSTRUCTIONS

1. Permit by Rule applications only apply to facilities listed in Hawaii Administrative Rules Chapter 11-58.1-04(i), and as listed in the following section.
2. State of Hawaii, Department of Health, Administrative Rules, Title 11, Chapter 58.1-04, "Solid Waste Management Control," states that it shall be unlawful for any person to establish, modify, or operate any solid waste management facility or a part thereof or any extension or addition thereto without a permit issued by the Department.
3. Complete this application along with Attachments P-5 and P-6, filing fee, and the required information listed in the following section based on the type of facility. Submit the original application package at least thirty (30) days prior to the proposed start or modification date of construction/operation, or 30 days prior to the expiration of an existing permit for continued operation to:

Department of Health  
Environmental Management Division  
Solid and Hazardous Waste Branch  
P.O. Box 3378  
Honolulu, Hawaii 96801-3378

Completed applications and required information are necessary in order that the review and analysis of your application for a solid waste management permit not be delayed.

4. Confidential Information. Section 342H-14, Hawaii Revised Statutes, states that permit applications and reports on the disposal or management of solid waste submitted to the Department shall be made available for inspection by the public during established office hours unless such report contain information of a confidential nature concerning **secret processes or methods of manufacture**. If you feel the information, or a part thereof, that you submit to the Department warrants confidentiality, the applicant shall identify in writing the specific information asserted to be confidential, including a justification of that assertion for Department review. All information not asserted to be confidential by the applicant shall be treated as public report.
5. A filing fee of \$25 must be paid by the applicant at the time the application is submitted and shall not be refunded nor applied to any subsequent application following final action of cancellation or denial for an application.
6. Checks or money orders shall be made payable to the State of Hawaii.

7. A request for a duplicate permit shall be made in writing to the Director within ten days after the destruction, loss, or defacement of a permit. A fee of \$50.00 shall be charged and submitted with the request.
8. Facilities operating under Permit by Rule, are required to comply with the conditions specified under Hawaii Administrative Rules Section 58.1-04(i). In addition, the Director of Health may impose additional conditions as appropriate (HAR 11-58.1-04(i)(B)(iv)).
9. The Director may require complete and detailed plans or reports (i.e. design plans, engineering reports, site assessment, sampling and analysis) on existing or proposed facilities, or modifications thereto. The plans or reports shall be made by a competent person acceptable to the Director at the expense of the applicant or owner.
10. If you have any questions, please call the Solid Waste Section at (808) 586-4226. Our staff is available to assist you in understanding exactly what information and detail is requested in the attachments.

#### **TYPES OF PERMIT BY RULE FACILITIES AND REQUIRED INFORMATION TO BE INCLUDED WITH THE APPLICATION**

Permit by rule applications only apply to the following types of facilities. The permit by rule application shall consist of the application form, Attachments P-5 and P-6, filing fee, site plan and operations narrative. Details in the site plan and operations narrative should include, but is not limited to, the following items.

1. Convenience center (only residential waste, not more than 40 tons per day)
  - a. Site Plan: The site plan shall consist of two drawings. (1) A location map showing streets, property lines and boundaries of the facility, site access control such as gates, fencing, and natural barriers and major features surrounding the site. (2) A site map showing the layout and size/capacity of the solid waste activities (i.e. location of structures, various collection bins, equipment, storage areas, traffic flow).
  - b. Operations Narrative: The operations narrative shall consist of a brief description of the proposed solid waste activity, types of materials to be accepted, storage capacities of accepted materials, frequency of material removal from the site, measures to prevent and control fire and nuisances, and final disposition of the collected materials.
2. Green waste composting facility (not more than three-thousand tons per year)
  - a. Site Plan: The site plan shall consist of two drawings. (1) A location map showing streets, property lines and boundaries of the facility, site access control such as gates, fencing, and natural barriers and major features surrounding the site. (2) A site map showing the layout and size/capacity of the solid waste activities (i.e. location of structures, equipment, unchipped and chipped greenwaste storage area, chipping area, active composting area (static piles/windrows), screening and curing piles, and finished product storage area).
  - b. Operations Narrative: The operations narrative shall consist of a brief description of the greenwaste operations; source of the greenwaste; screening procedures for

incoming greenwaste; proposed quantity by volume and weight of greenwaste to be accepted, stored, and processed on a monthly basis; composting method and procedures; description of the equipment usages and the processing rate; greenwaste grinding frequency; measures to prevent and control fire and nuisances; maximum storage capacity of the unprocessed greenwaste, chipped greenwaste, and finished products; and final use of the mulch/compost.

3. Land Clearing, grubbing, and certain agricultural and inert waste landfills

a. Site Plan: The site plan shall consist of two drawings. (1) A location map showing streets, property lines and boundaries of the facility, site access control such as gates, fencing, and natural barriers and major features surrounding the site. (2) A site map showing the limits of the landfill and size/capacity of the solid waste activities (i.e. depth, height, and overall pre-filling and finished grades of the landfill).

b. Operations Narrative: The operations narrative shall consist of a brief description of the proposed solid waste activity, types and quantities of materials to be accepted and disposed, the source of waste to be disposed, screening procedures for incoming waste, the rate of landfilling (i.e. tons/day), landfill capacity, expected life of the landfill, measures to prevent and control fire and nuisances (dust, litter, vector, odor), and description of final cover system.

4. Recycling drop-off and single-source-separated processing facility

a. Site Plan: The site plan shall consist of two drawings. (1) A location map showing streets, property lines and boundaries of the facility, site access control such as gates, fencing, and natural barriers and major features surrounding the site. (2) A site map showing the layout and size/capacity of the solid waste activities (i.e. location of structures, equipment, various collection bins and processing area, storage for unprocessed and processed material, traffic flow).

b. Operations Narrative: The Operations Narrative for a recycling drop-off facility shall consist of a brief description of the proposed solid waste activity, types of recyclables to be accepted, storage capacities of accepted recyclables, frequency of recyclables removal from the site, measures to prevent and control fire and nuisances, and final disposition of the collected recyclables. The Operations Narrative for a single-source separated processing facility shall include a brief description of the operations, source and quantity of material to be accepted, methods and/or procedures to screen/inspect incoming material, equipment to be used and its processing/production rate, maximum storage capacity for processed and unprocessed material, fire and nuisance (dust, litter, odors, vectors) control measures, and final disposition of the processed materials.